

**CLASSIFICATION:** FIELD AUDITOR

**Class Code:** 4341-22

**Date Established:** 11-12-92

**Occupational Code:** 7-2-4

**Date of Last Revision:** 9-1-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To review, audit and investigate employer records or accounts to determine accuracy and compliance with specified regulations and laws.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Examines and audits books and records such as payrolls, cash books, time sheets and logs, ledgers and journals in order to make determination on financial liability or to ensure compliance with federal or state requirements.
- Conducts field inspections and audits to monitor employer compliance with state regulations and laws; contacts employers relative to reporting delinquency.
- Coordinates and presents informational programs to accountants, attorneys and employers to explain and interpret relevant employment regulations and laws, as required.
- Compiles field data and prepares reports in order to recommend account modifications to employers.
- Makes status determinations in order to determine employers who need to be covered under federal or state laws and regulations.
- Calculates benefits for employees or mandatory contributions to comply with applicable federal or state laws.
- Conducts informational seminars on an assigned basis and performs other relevant investigations as required.

---

**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

**MINIMUM QUALIFICATIONS (NEW HAMPSHIRE EMPLOYMENT SECURITY):**

**Education:** Bachelor's degree from a recognized college or university with major study in business administration, accounting, public administration or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience at a professional level in accounting, auditing, collections, business management, or related field, with one year in a supervisory or administrative position. Each additional year of approved work experience may be substituted for one year of required formal education.

**MINIMUM QUALIFICATIONS (NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION):**

**Education:** Bachelor's degree from a recognized college or university with major study in human resources, law, labor relations, business administration, or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience at a professional level in human resources, law, labor relations, business administration, or related field. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license.

**SPECIAL REQUIREMENTS:**

For appointment consideration, Field Auditor applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of auditing theory, principles and practices. Knowledge of the principles, methods and techniques of business management. Knowledge of the methods used in the examination of accounting books and records. Ability to apply accounting principles to payroll and auditing situations. Ability to exercise good judgment in appraising situations and the ability to make decisions based on objective appraisal. Ability to present comments and opinions clearly and concisely in both written and oral form. Ability to use a laptop computer on site in performance of audits. Ability to determine payments based upon information collected during the audit procedure. Ability to establish and maintain harmonious relationships with employers, employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.